



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

**REFERENCES:
505 KAR 1:170**

**CHAPTER: Prison Rape Elimination Act of
2003 (PREA)**

**AUTHORITY: KRS 15A.065;
28CFR 115; 28 CFR 115.331; 28
CFR 115.332;**

SUBJECT: Facility Security Management

POLICY NUMBER: 910

TOTAL PAGES: 3

EFFECTIVE DATE: 04/04/14

APPROVAL: A. Hasan Davis , COMMISSIONER

I. POLICY

The Department of Juvenile Justice (DJJ) shall implement quality controls for staff and youth in DJJ facilities to control movement, maintain adequate staffing patterns, and promote accountability.

II. APPLICABILITY

This policy shall apply to DJJ youth development centers (YDC's), group homes, and detention centers.

III. DEFINITIONS

Refer to Chapter 900.

IV. PROCEDURES

- A. Staff shall maintain accountability for youth movement within DJJ facilities.
- B. Staff shall conduct head counts of the population and implement procedures to regulate and control youth movement within the facility and during authorized movement outside the facility.
- C. Each facility Superintendent shall establish the minimum number of staff that shall be on duty. Each facility shall meet the minimum staffing requirements for each shift.
- D. Areas occupied by youth shall be supervised by DJJ staff.

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- E. Facility staff shall be assigned to shifts to maintain appropriate staff to youth ratios at all times. Each shift shall have a designated supervisor that is responsible for determining the presence of sufficient staff and staffing patterns and take the necessary action to correct deficiencies.
- F. DJJ detention and YDC facilities shall maintain twelve to one (12:1) juvenile to staff ratios during waking hours and sixteen to one (16:1) juvenile to staff ratio during sleeping hours, except during limited and discrete exigent circumstances, which shall be fully documented. Group homes shall maintain an eight to one (8:1) juvenile to staff ratio during waking hours and sleeping hours.
- G. If an insufficient number of facility staff report for duty to meet the minimum requirements, the facility Superintendent or designee shall initiate measures to call in or maintain sufficient staff to meet the minimum coverage requirements. Overtime shall be avoided, but the provision of sufficient security staff shall take priority.
- H. Staff shall remain at their respective posts until relieved or otherwise authorized to leave the post.
- I. The facility Superintendent or management designee shall visit the facility at least once per week outside of normal business hours. The visits shall be planned and coordinated to observe facility operations. Observation of the entire facility shall not have to be completed, but each area below shall be reviewed:
 - 1. Youth in isolation;
 - 2. Sleeping areas;
 - 3. Control room;
 - 4. Counseling sessions or group counseling sessions; and
 - 5. Recreation areas.
- J. Each DJJ facility shall use a video monitoring system to assist in ensuring the safety, security, and general well-being of youth and staff.
- K. Video monitoring shall not substitute for appropriate supervision of youth.
- L. DJJ shall maintain video systems that are functional and maintained in proper working order.
- M. The facility Superintendent or the facility maintenance staff shall check the functionality of the camera systems weekly. Any issues or problems shall be reported immediately to the Regional Director, the Deputy Commissioner, the Director of Administrative Services or designee, and the Information System Branch Manager.

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N. Each DJJ facility shall post the name of the facility staff that is on duty in a conspicuous location, so that residents are aware of staff that are not the same gender working in a housing unit. Staff of the opposite gender shall announce their presence when entering a resident housing unit, or any area where residents are likely to be showering, performing bodily functions, or changing clothing.

V. STAFF TRAINING

- A. The Agency Prison Rape Elimination Act of 2003 (PREA) Compliance Officer or designee or the PREA trainer from the Training Branch shall be responsible for training all Facility and Community PREA Coordinators regarding this policy.
- B. The facility Superintendent or Facility PREA Coordinator shall be responsible for training facility staff regarding this policy.

VI. MONITORING MECHANISM

The Agency PREA Compliance Officer or designee shall conduct an annual audit to verify that DJJ is complying with this policy.